



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst/Staff Services Analyst | Statewide

Location: Personnel/Payroll Services Division
710 Riverpoint Court, Suite 150, West Sacramento, CA 95605

Issue Date: 01/02/07

Final Filing Date: Until Filled

Contact/Telephone:

Darlene Irwin, (916) 375-6088

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-5393-006
051-220-5157-xxx

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of the Staff Services Manager II, Project Planning/Business Management Office, the incumbent provides analytical support services associated with the 21st Century Project. The Project is the replacement of the State's current payroll, employment history, position management, time and attendance, and leave accounting system, with a fully integrated human resources/payroll system for use by State departments.

Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations
The level of duties assigned will be commensurate with the most qualified level of analyst selected.*

Specific duties will include, but not be limited to, the following:

- Develop Budget Change Proposals, project funding reports, and other project control documents, including backup detail for tables, exhibits, attachments, fiscal details, etc. Facilitate the collection of interagency agreements and payments to ensure project-funding requirements are met. Work with department and agency staff to resolve funding concerns. Monitor and track project income and expenditures and prepare reconciliation reports for management review.
- Compose/develop various correspondence and prepare for distribution to departments, control agencies, project vendors and contractors. Respond to inquiries regarding fund assessments, interagency agreement processing, fund transfers, etc.
- Facilities liaison to SCO Business Services Office (BSO). Facilitate requests for moving furniture, installing equipment, and/or altering modular furniture. Coordinate workstation assignments for new employees. Respond to requests regarding heating or air conditioning, janitorial service, or other temporary and ongoing concerns. Monitor recycling service, confidential destruct, and vending machine issues.
- Telecommunications liaison to SCO BSO. Order new phone lines, assign phone numbers, perform service to existing lines, transfer phone lines, and, perform services for voice mail. Update and maintain phone list.
- Emergency Team Coordinator and liaison to SCO Safety Officer. Supervise evacuation drills; recruit and train emergency team members.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Ability to develop project budget worksheets and reports;
- Excellent organizational skills with attention to detail;
- Strong communication and analytical skills;
- Ability to adjust to changing work assignments and priorities; and,
- Working knowledge of Microsoft Word, Excel and Access.

Note: This position is designated "excluded," which provides additional benefits such as State paid life insurance, possible additional leave credits, option of annual leave, and other benefits associated with excluded positions.

This worksite has **free parking**.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

710 Riverpoint Court, Suite 150

West Sacramento, CA 95605

Attn: Darlene Irwin